

# **BROOKWOOD JUNIOR HIGH SCHOOL**

201 E. Glenwood-Lansing Road

Glenwood, Illinois 60425

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*Website: [www.brookwood167.org](http://www.brookwood167.org)*



# **PARENT-STUDENT HANDBOOK**

## **2011-2012**

BROOKWOOD JUNIOR HIGH SCHOOL  
201 E. GLENWOOD-LANSING ROAD  
GLENWOOD, IL  
708-758-5252

Dear Students and Parents:

During these first few days of school, you will be receiving many directions and instructions that are very important. So that you may be well informed and to avoid any misunderstandings, we are providing you with this handbook. We encourage you to read through it together to familiarize yourselves with the policies, procedures, and general expectations of our school. We encourage you to keep this handbook in a place that is easily accessible to your family. This is necessary for future reference, as situations will arise through the school year, which are covered in this handbook.

We will provide every student with a challenging, standards-based curriculum. We believe every child can achieve academic growth. To this end, every child will be provided with quality instructional experiences that recognize, support, and maintain high expectations for all students. We are very proud of our school and expect all students to learn, develop their character, and experience success. This will be accomplished through the efforts of all members of our educational community: students, parents, staff, and administration. Parents must be active partners in their child's education by encouraging their child to do his/her best; supporting the efforts of the teachers; and actively participating in school activities. Students have the responsibility to do their best in their studies; cooperate with their teachers and the staff; follow all school rules; and to actively participate in school activities.

I am excited about the plans for the upcoming school year and look forward to meeting with each of you as you do all you can to make the 2011-2012 school year a successful experience. We will help you along the way and hope students will strive to be the best they can be.

Please let me know if I can be of any help to you during the year.

Sincerely,

Bethany A. Lindsay  
Principal

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**Brookwood Junior High School  
2011-2012  
Staff**

**Office**

Ms. Lindsay, Principal  
Ms. Larson, Assistant Principal  
Ms. Romano, Secretary  
Ms. Seals, Office Clerk

**Teaching Staff**

**Planning Period**

Ms. Baker	1 <sup>st</sup> Period
Mr. Betts	3 <sup>rd</sup> Period
Ms. Chilczenkowski	2 <sup>nd</sup> Period
Ms. Chubinski	1 <sup>st</sup> Period
Ms. Cruz	4 <sup>th</sup> Period
Ms. Hines	2 <sup>nd</sup> Period
Mr. Lagger	7 <sup>th</sup> Period
Ms. Matthews	6 <sup>th</sup> Period
Mr. Meyer	4 <sup>th</sup> Period
Ms. Mitchell	1 <sup>st</sup> Period
Mr. Moehlig	4 <sup>th</sup> Period
Ms. Ribbens	7 <sup>th</sup> Period
Ms. Ross	1 <sup>st</sup> Period
Mr. Rumbaugh	1 <sup>st</sup> Period
Mr. Schmalz	7 <sup>th</sup> Period
Mr. Sedor	3 <sup>rd</sup> Period
Ms. Mandler	5 <sup>th</sup> Period
Ms. Staffel	5 <sup>th</sup> Period
Ms. Warner	4 <sup>th</sup> Period
Ms. Washington	5 <sup>th</sup> Period

**Student Support Personnel**

Ms. Blackwell, Social Worker  
Mr. Chapin, Psychologist  
Ms. Maglio, Paraprofessional  
Ms. Gilmore, Paraprofessional  
Ms. Livingston, Paraprofessional  
Mr. Malone, Paraprofessional

**Library/Media Center**

Ms. Bartusiewicz, Media Specialist  
Ms. Parise-Scott, Library Clerk  
Ms. Luczak – Computer Technician  
Mr. Trakas – Director of Technology

**Custodians**

Mr. Hentschel  
Mr. Atkins  
Mr. Bonds

**Cafeteria Workers**

Ms. Yocum  
Ms. Meyer

## **BECOMING FAMILIAR WITH THE HANDBOOK**

Please read this handbook along with your child before school starts. At registration you signed a receipt for this handbook and an agreement to help ensure that you and your child were familiar with the guidelines and policies of Brookwood Junior High School. Your child's first period teacher will also review these rules with your child and ask your child to sign indicating that you have reviewed the handbook with them.

### **WHAT PARENTS CAN DO**

You can help your child do his or her best in school by:

1. Making sure that your child attends school everyday;
2. Making sure that your child READS everyday (*readers are leaders*);
3. Making sure that your child gets a good night's sleep every night;
4. Providing breakfast everyday, if you can, otherwise encourage your child to eat the breakfast offered at school;
5. Reminding your child to ask the teacher(s) questions if he or she does not understand any directions;
6. Setting a good example by respecting and supporting school efforts to support learning;
7. Take advantage of museums, libraries and community resources to enrich learning;
8. Making sure your child completes homework assignments;
9. Making sure your child has a quiet, well-lit place to study and read;
10. Limiting television time;
11. Encouraging your child's best behavior at school;
12. Listening.

Most importantly, by letting your child know that you have confidence in his or her abilities and are proud of his or her efforts to do his or her best, everyday.

### **You can help the school help your child by:**

1. Sending notes, calling and contacting teachers when you have concerns;
2. Become familiar with the school's and teachers' expectations;
3. Letting teachers and school staff know that you are interested in your child's education;
4. Scheduling and attending parent conferences;
5. Attend school functions;
6. Celebrating all students' achievements at home and in the community.

### **BROOKWOOD JR. HIGH SCHOOL'S MISSION STATEMENT**

The mission of Brookwood Jr. High School is to provide each student a diverse education in a safe, supportive, and positive environment that promotes motivation and excellence in learning. We will assist students in developing skills to become independent, responsible adults who will contribute positively to a global community. We have high expectations for all of our students and will not accept failure as an option. We will ensure that all students are in academically rigorous classes staffed by highly qualified teachers. Our teachers will work collaboratively as a professional learning community to help all of our students experience success. We understand the need for our students to have positive connections to school and positive relationships with their peers and teachers, so we will provide every student many opportunities to participate in extra-curricular programs with the understanding that all students will be able to participate, there will be no cuts or try-outs. The BJHS team is committed to involving families as partners in the education of their children. We welcome families, keep them well informed, help them develop their expectations and skills to support learning, and assure their participation in decision-making.

## **VISION**

Our overall vision is to improve the achievement of all students, regardless of race, socio-economic status, gender, or ability levels (disabilities). We share the accountability of student achievement throughout the school. We believe in using research-based practices to achieve our goals. We promote school and community involvement because we believe that these partnerships help us meet the needs of all of our students. We are committed to 1) providing students with highly qualified teachers 2) providing our staff with professional development 3) implementing effective instructional activities based on research. We have high expectations of our students and of ourselves. We believe in working together as a professional learning community where collaboration and shared decision-making are valued. Together we believe that we will make continuous improvement.

Our building is committed to answering the following four essential questions:

1. What do we want students to learn?  
*(Identify Essential Skills and Knowledge)*
2. How will we know if they have learned?  
*(Local Assessment Data and Benchmarks)*
3. What do we do when students are not learning?  
*(Tier 2 and Tier 3 Interventions and Tutoring Sessions)*
4. How will we respond when students already know the material/skills?  
*(providing a rigorous curriculum for all students)*

## **BIRTH CERTIFICATE REQUIREMENT**

Parents/guardians must provide the district with a valid (raised seal) certificate within 30 days of student enrollment. Failure to do so will result in the school contacting authorities as per the Missing Children's Act. Public Act 95-0439 amends the Missing Children Records Act (325 ILCS 50/5) to require, effective January 1, 2008, all pre-school educational programs, child care facilities, and day care homes or group day care homes licensed under the Child Care Act of 1969 to collect a certified copy of a child's birth certificate or other reliable proof of the child's identity and age, such as a passport, visa, or other governmental documentation, when a child is enrolled for the first time.

## **NONDISCRIMINATION**

Equal education opportunities shall be available for all students without regard to race, color (105 ILCS 5/22-11), national origin, ancestry, sex (105 ILCS 5/227-1, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability (42 U.S.C. 12102), sexual orientation, economic and social conditions, or actual or potential marital or parental status. No students shall, on the basis of his/her sex be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage or denied access to educational and extra curricular activities. (20 U.S.C 1681, 105 ILCS 5/27-1)

## **GENERAL SUPPLY LIST**

<b><u>ITEM</u></b>	<b><u>QUANTITY</u></b>
Spiral Notebooks	6
Loose-leaf Notebook Paper	2 Packs
3 Ring Binder	2
Pocket Folders	6
Scientific Calculator (Any Model)	1
Colored Pencils (Assorted Colors)	1 Pack
Crayons	1 Box
Markers (Assorted <b>NOT</b> Permanent)	1 Pack
Pencils	12
Pens (Blue, Black, Red)	5 of Each
Highlighters (Assorted Colors)	1 Pack
4x6 Index Cards (With Lines)	2 Packs
Facial Tissue (Kleenex or <b>ANY</b> brand)	1 Box

**BROOKWOOD JR. HIGH SCHOOL PLANNER** (Every student will purchase his or her Student Planner during registration. If a student loses their Student Planner, he/she will be **REQUIRED** to purchase another one)

**Gym Uniform** The gym uniform will be purchased at registration. Please be sure each student has his/her name (first initial, last name no nicknames allowed) on his/her gym uniform in permanent BLACK marker BEFORE bringing it to school.

\*During the first week of school, every student's teacher will issue a specific supply list for their class.

## **REPORTING OF ABSENCE**

Parents must call the school and report any student who will be absent. Should a child become ill at school, parents will be notified and transportation will be their responsibility. For each absence or tardiness, a parent must call the school before 8:30 A.M. When calling please IDENTIFY yourself, give the STUDENT'S NAME, GRADE, and REASON FOR BEING ABSENT. An answering machine operates from 3:30 P.M. to 8:30 A.M. The number for the answering machine at Brookwood Junior High is 757-2115. The office number is 758-5252. If you are aware at the time of calling that your child will be absent more than one day, please indicate the length of absence in your message. At 8:45 A.M. the absentee list will be matched against the names on the recording. Parents of students who are absent whose names are not on the recording will be called. Any absence that has not been confirmed by parent/guardian will require school personnel to call the home. If unable to contact parent/guardian by 10:30 A.M., the information on the emergency form will be used to locate the parents. We realize this will not prevent anything from happening to a student, but it will make people aware of a potential problem.

## **TARDY TO SCHOOL POLICY**

Students arriving after 8:30 a.m. MUST be signed in by a parent/guardian in the office. Parents need to come in and sign their child in or fax in their signature to verify their knowledge of their child's tardiness. Students whose parents do not sign them in will receive a slip, which must be signed by the parent and returned the next day.

## **RULES FOR ARRIVAL AND DISMISSAL OF STUDENTS**

1. Students are to arrive on school property no earlier than 8:10 A.M. (unless for school sponsored activities or conferences).
2. All students are to enter the building from the EAST side of the building.
3. Students must WALK their bikes on school grounds.
4. There is no loitering in or around the building or near the bike racks.
5. There is to be no running between parked cars or buses. Please use the walkway.
6. Once students arrive on school property (includes morning arrivals) they are not permitted to leave the premises unless signed out by an adult.
7. Students are not allowed on the WEST side of the building.
8. If it is necessary to cross Glenwood-Lansing Road, students must use the crosswalk at the stoplight.
9. Unless a student is remaining after school for a school-sponsored activity, he/she must leave the building by 3:05 P.M.
10. STUDENTS ARRIVING AFTER 8:30 A.M., MUST BE SIGNED IN BY A PARENT/GUARDIAN IN THE OFFICE OR RETURN THE SIGNED TARDY SLIP TO THE OFFICE THE NEXT DAY.

Students walking near Hickory Bend should stay on the sidewalk and avoid the school and church parking lot.

## **BELL SCHEDULE**

8:30 – 9:19 a.m.	1 <sup>st</sup> Period
9:22 – 10:04	2 <sup>nd</sup> Period
10:07 – 10:37	Intervention
10:40 – 11:22	3 <sup>rd</sup> Period
11:25 – 11:58	Lunch A
12:01 – 12:43	8 <sup>th</sup> Grade 4 <sup>th</sup> Period Class
11:25 – 12:07	7 <sup>th</sup> Grade 4 <sup>th</sup> Period Class
12:10 – 12:43	Lunch B
12:46 - 1:28	5 <sup>th</sup> Period
1:31 - 2:13	6 <sup>th</sup> Period
2:16 – 3:00	7 <sup>th</sup> Period

## **CELL PHONE POLICY: School Board Policy: 8540**

### **Prohibiting Cellular Communication Devices and Electronic Paging Devices**

The Board of Education finds that the unrestricted and unregulated use by students of cellular communication devices, pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that cellular communication devices, pocket pagers and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale delivery or other trafficking in drugs or other controlled substances.

No student on or about school property or at any school activity will use any cellular communication device, pocket pager or similar electronic paging device during regular school hours or at any other time, unless the use of such device by the student has first been expressly permitted by the principal of his or her school or during an emergency situation occurring on the school property. Principals will grant such permission only for limited periods to individual students who demonstrate to the principal a legitimate, specific need for such device such as a family emergency or school-related project. In granting such permission, a principal may impose conditions upon the use of the device as will limit the disruption caused by the use of the device.

While students will be permitted to possess cellular communication devices while on school property and during the school day, each such device shall be deactivated (powered down) during the school day. Any device that is found to be activated (powered on) during the school day, other than for use as approved above, may result in disciplinary action and confiscation of the device. Furthermore, the school district is not responsible for the damage, loss, or theft of any electronic device brought to school.

The possession of cell phones and other electronic paging devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off (powered down) during the regular school day unless the principal or his/her designee grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

**Penalties for violations of this Policy are as follows:**

A. Any student who is first suspected of violating this Policy (unless the violation is in accordance with paragraph C below) may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student will be returned to the parent upon request.

B. Any student alleged to have violated this Policy after a previous violation will, upon a finding of such violation in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy 8600, be subject to suspension or expulsion for a period of time as authorized under Section 10-22.6. Furthermore, the offending student may be required to surrender any and all cellular devices to a designated school official during the school day for a period of time to be determined by the building principal.

C. Any student who uses a cellular communication device, pocket pager and/or similar electronic paging device for the purposes of academic dishonesty, cheating, in the commission of violation of any school rules or laws, will upon a finding of such violation in accordance with the requirements of

Section 10-22.6 of the School Code and Board Policy 8600, be subject to suspension or expulsion for a period of time as authorized under Section 10-22.6. In the event that the student is engaged in academic dishonesty and/or cheating, he or she may face academic penalties in accordance with District policy. Lastly, the offending student may be required to surrender any and all cellular devices to a designated school official during the school day for a period of time to be determined by the building principal.

## **Brookwood Junior High School Homework Policy**

### *Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents*

#### **I. Purpose**

At Brookwood Junior High School, homework is assigned to provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades may be modified based on students' individual needs (i.e. IEP, 504 Plans). Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Brookwood Junior High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

#### **Homework assignments include:**

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate and reinforce many skills learned

#### **II. Time**

Every core curricular teacher (reading, English, math, science and social studies) will assign 20-30 minutes of homework each school day. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Additionally, students are expected to read independently for a minimum of 30 minutes every day.

#### **III. Late Work Policies**

Students are expected to turn work in on time. If a student does not turn in an assignment on time, he/she must complete the assignment at an intervention session or at a tutoring/homework session held before school, during lunch, or after school. During the session, the supervisor will stamp the completed work and submit the assignment to the appropriate teacher. Partial credit will be assigned for late assignments according to the following:

- 1-5 school days late - 10% off
- 6 - 10 school days late - 20% off
- 11 - 15 school days late - 30% off

No late work will be accepted after this point unless approved by the individual teacher.

Students who miss homework because of an absence will receive the opportunity to make up missed work for full credit. Students are given one calendar day for each day absent plus one extra day to turn in their work. Teachers will make sure they have the missing work prepared for absent students and will give absent students work upon their return to school.

#### **Responsibilities of Staff:**

1. Assign relevant, challenging and meaningful homework that reinforces classroom learning
2. Give clear instructions and make sure students understand the purpose
3. Give feedback and/or correct homework
4. Communicate with other teachers
5. Involve parents and contact them if a student does not turn in homework or incomplete homework develops
6. Assign tutoring/homework sessions to students who have missing/late work due
7. Prepare missing work for absent students

**Responsibilities of Parents:**

1. Set a regular, uninterrupted study time each day
2. Establish a quiet, well-lit study area
3. Monitor student's organization and daily list of assignments in his/her planner
4. Be supportive when the student gets frustrated with difficult assignments
5. Contact teachers to stay well informed about the student's learning process

**Responsibilities of Students:**

1. Write down assignments in the "Brookwood Junior High School Planner"
2. Be sure all assignments are clear; don't be afraid to ask questions if necessary
3. Set aside a regular time for studying
4. Find a quiet, well-lit study area
5. Work on homework independently whenever possible, so that it reflects student ability.
6. Produce quality work.
7. Make sure assignments are done according to the given instructions and completed on time

**COMMON CORE STATE STANDARDS*****The Illinois State Board of Education adopted new, more rigorous learning standards to better prepare students for college and the workforce***

The Illinois State Board of Education adopted a revised set of learning standards for K-12 education to better prepare Illinois students for success in college and careers. A state-led coalition committed to academic rigor and success in the global economy developed the new standards. The Common Core State Standards establish clear and consistent benchmarks for essential learning and skills, replacing the current Illinois standards that were developed in 1997. The Common Core State Standards define the level of knowledge and skills that students should possess from their K-12 education. By achieving these standards, students will be prepared to enter college and training programs to join the workforce.

Math and English-language arts standards were developed first because they provide a foundation upon which students build skill sets in other areas of learning. Subsequent standards will be developed, beginning with science. The K-5 English-language arts standards establish student expectations in reading, writing, speaking, listening and language across different subjects. The 6-12 standards establish English-language arts standards as well as a section in history, social studies and science. The math standards focus on practices that all levels of students need to develop.

Teachers in Illinois will be guided by a clear set of shared goals and expectations that define what students will need to succeed. Students in Illinois will benefit from the consistent standards, putting them on a level playing field of knowledge and skills nationally, as well as internationally. For more information on the Common Core State Standards, log onto [www.corestandards.org](http://www.corestandards.org).

**DIFFERENTIATED INSTRUCTION:**

Every teacher at Brookwood Jr. High School is expected to differentiate instruction based on the learning needs of students. Because each student comes to school with a different set of learning needs and varying degrees of academic skill development, differentiated instruction advocates that the teacher proactively plans a variety of instruction methods so as to best facilitate effective learning experiences which are suited to the various learning needs within the classroom. Differentiated instruction requires teachers to tailor their instruction and adjust the curriculum to students' needs. By using differentiated instruction, teachers can meet all individual student needs and help every student meet and exceed established standards.

**FAILURE IS NOT AN OPTION:**

All students requiring extra help are to be referred to our tutoring program and intervention program. BJHS provides assistance and interventions to struggling students. Failure is not an option. Parents will always be informed of their child’s progress and any academic concern. As soon as a student has one missing assignment, teachers will schedule that student in for a tutoring session to complete the assignment.

**ASSESSMENT**

All teachers at Brookwood Jr. High School are responsible for conducting ongoing assessments to measure student learning, develop learning activities to meet the needs of students and communicate progress to parents. All district assessment programs adopted must be implemented and are not optional. Assessment is a continuous, ongoing process that is used to both inform and guide instruction. Using a wide variety of assessment tools, assessment can be used to improve classroom practice, plan curriculum, and research one's own teaching practice. Assessment can be divided into three stages: baseline assessment, formative assessment, and summative assessment. Baseline assessment establishes the "starting point" of the student's understanding. Formative assessment provides information to help guide the instruction throughout the unit, and summative assessment informs both the student and the teacher about the level of conceptual understanding and performance capabilities that the student has achieved.

The Illinois Standards Achievement Test (**ISAT**) measures individual student achievement in the areas of reading, mathematics and science. The results give parents, teachers, and schools one measure of student learning and school performance.

**Testing Schedule: March 5 – March 16, 2012**

- Students in 7<sup>th</sup> Grade will be tested in Reading, Mathematics, and Science
- Students in 8<sup>th</sup> Grade will be tested in Reading and Mathematics

**STUDENT ACADEMIC TUTORING: BEFORE SCHOOL, DURING LUNCH, AND AFTER SCHOOL TUTORING PROGRAM**

Brookwood Junior High School will sponsor a tutoring program to support student achievement. This program provides an opportunity for students to complete assignments with assistance from teachers as well as receive reinforcement in areas in which students are struggling. This program can be made mandatory for students who are not completing their homework assignments successfully and/or are not performing adequately on subject area tests/quizzes/projects. Parents will be notified by their child’s teacher when participation is recommended or required. A free bus service for students utilizing this program is provided at 4:30 P.M. (students who normally ride the bus will be provided bus service to one of four stops. The bus will only stop at four stops so children and parents are responsible for the rest of the way home).

**PROGRESS REPORTS**

Students will receive progress reports halfway into each grading period. Teachers will be issuing a progress report to students and the reports must be signed and returned to the teacher. Teachers may also choose to send additional types of reports home during the quarter.

**ACADEMIC HIGH HONOR ROLL AND HONOR ROLL**

Students in grades seven and eight demonstrate achievement by being named to the High Honor Roll or the Honor Roll. A student earning a grade point average of 3.91 or higher will be placed on the High Honor Roll. A student earning a grade point average of 3.45 – 3.9 will be placed on the Honor Roll.

**Grading System**

**GRADING SCALE**

A	90-100		
B	80-89	D	60-69
C	70-79	F	59 and below

## **FIELD TRIPS**

During the school year field trips will occur as an extension of the academic program, with goals and objectives aligned with the classroom instructional program. In order for a student to participate in a field trip, it will be necessary for him or her to bring a permission slip (supplied by the school) signed by his or her parent and to pay the cost of the trip as determined by the principal. We urge parents to allow their children to attend these field trips since they are part of the overall academic program. Students who cannot attend field trips will be given instruction in school. Field trip days are regular school days for attendance purposes...a child who cannot attend a given field trip will be expected to attend school as usual.

## **ON-LINE GRADING SYSTEM: TEACHEREASE**

All Brookwood Junior High School teachers use an on-line grading system called TeacherEase. Teachers update student grades on a weekly basis. We encourage parents to check their child's assignments and grades at.....

**[www.teacherease.com](http://www.teacherease.com)**

This program is completely confidential. Parents will submit their e-mail address to BJHS and will be registered to use the program. Each parent will determine their own password for gaining access to their child's grades/assignments. No one else will be able to access this information.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held on:

**October 20, 2011 & February 16, 2012 from 12:00 – 8:00 p.m.**

On these dates, parents are encouraged to meet with their child's teachers. Parents should make an appointment to see their child's teachers during the two-week period prior to the conference day. In addition to these scheduled conference dates, parents are encouraged to meet with teachers or confer with them on the phone regularly throughout the school year. If you wish to have a conference with a teacher, please call the office and ask the secretary to leave a message. The teacher will return your call to schedule the conference. In many cases, parents may be invited for additional conferences to help support the education of their child.

## **EXPLORATORY CLASSES TRIMESTER SCHEDULE**

Students at Brookwood Junior High participate in three exploratory classes that rotate on a trimester basis. These three classes are:

1. D.E.C. class – Digital Exploration Center
2. Art class
3. Music class

Students will attend each class for a twelve (12) week period. At the end of the trimester, students will rotate to the next class. The rotation will take place in the following manner:

1. D.E.C. class students will begin art class at the end of the first trimester.
2. Art class students will begin music class at the end of the first trimester.
3. Music class students will begin D.E.C. class at the end of the first trimester.

This rotation will continue until students have participated in each exploratory class.

Trimesters will end on the following dates:

1. November 11, 2011
2. February 24, 2012
3. May 25, 2012

Grades for report cards will be averaged by the exploratory teacher and entered onto the report card at the end of each quarter. The end of the quarter dates are:

1. October 14, 2011
2. December 21, 2011
3. March 16, 2012
4. May 25, 2012

## **PARENT NOTIFICATION**

When a student is failing a class either academically or in the area of conduct, parents will be contacted by the teacher. If a student is not working up to his/her ability, each teacher will notify the parents so that a conference can be scheduled. Parents are encouraged to stay involved in their child's education by initiating contacts with the teachers regularly.

## **AYP NOTICE AND NOTICE OF AVAILABILITY OF SUPPLEMENTAL SERVICES**

The *No Child Left Behind Act of 2001* requires all states to measure each public school's and district's achievement and establish annual achievement targets for the state. The overarching goal is for all students to meet or exceed standards in reading and mathematics by 2014. Each year, the state will calculate a school or district's Adequate Yearly Progress (AYP) based on the Illinois Standards Achievement Test to determine if students are improving their performance based on the established annual targets. No Child Left Behind (NCLB) only includes consequences for public schools that participate in the federal Title I program and do not make AYP. Title I schools, those with high percentages of students from low-income families, receive additional federal funding to help educate these at-risk students. After not making AYP for two consecutive years, Title I schools enter Improvement Status. School Improvement Status consists of a series of interventions that become more extensive for each successive year that the school does not make AYP, including: 1) School choice; 2) Supplemental services; 3) Corrective action; 4) Restructuring planning and 5) Restructuring implementation. It takes two consecutive years of not making AYP in the same subject area (English or Math) to enter school improvement status and two consecutive years making AYP in that subject to be removed from improvement status. A school that has demonstrated one year of progress remains in the current level/year of improvement and must continue to implement requirements for that specific year of school.

If applicable, notice of the school district's failure to attain Adequately Yearly Progress (AYP) will be given to parents/guardians. Along with the notice will be what the school is doing to address the problem of low achievement, what the local educational agency and/or state educational agency is doing to address the problem, and ways in which the parents may become involved.) The school must notify parents and offer supplemental educational services (SES) tutoring provided outside of the school day or year to eligible (low-income) children that parents select from a list of state-approved providers. The school must implement a public school choice program and notify parents that they may send their child to another public school (including a charter school) in the district that has not been identified for school improvement.

## **PARENT INVOLVEMENT POLICY**

The parent school compact provides parents of students attending schools receiving Title 1 funds to participate in policies and activities. School-parent compacts are agreements developed between parents and school staff to help children achieve high standards. The compacts recognize that families and schools need to work together toward mutual goals and that they share responsibilities for each student's performance. Specifically, the compacts are intended to promote shared responsibility for learning and ongoing communication.

## **TEACHER QUALIFICATIONS AND PARENTS RIGHT TO KNOW**

Parents/guardians have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows parents/guardians to ask for certain information about your child's classroom teachers and may request in writing to review student's teacher qualifications. Parents/guardians will receive notice when students are being taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

## **SPECIAL EDUCATION PROGRAMS**

The District provides educational programming for children with disabilities from birth through eighth grade. Special education related services are provided by a qualified special education teacher, school nurse, speech therapist, social worker, and school psychologist.

### **Referral Process**

Each school operates a student services team/ building student services teams review referral data and determine appropriate consultative interventions, diagnostic services, and /or the need for a case study.

### **Pupil Personnel**

Pupil personnel services consist of health, psychological, guidance, social work, speech/language and accommodations to assist with educational programming. These services are available to all students in regular and special education programs.

### **Psychological Assessments and Consultation**

The school psychologist is available to provide individual diagnostic evaluations of students intellectual, academic, perceptual and emotional functioning. Preventive, supportive, and/or therapeutic intervention may be recommended following an evaluation.

### **Social Work Services**

Social work services are available at each building. The social worker is available to identify and assist students in resolving social and emotional difficulties that interfere with their attendance, adjustment and achievement in school. Referral for these services can be made to the building administrator or social worker.

### **Section 504 Services**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps by school districts receiving federal financial assistance. The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability. Section 504 protects all students with handicaps, defines as those having any physical or mental impairments that substantially limits one or more major life activities, including learning. Examples of students who may be eligible under Section 504 are students with chronic health conditions such as sickle cell disease, AIDS, ADD, or ADHD. If you believe your child is eligible under Section 504, contact the office of Pupil Personnel Services located in Central Office, 708-758-5190 or the building administrator regarding the identification, assessment, and placement of student.

Parents/ guardians are informed that their special education child's educational rights are transferred to that child on the child's 18th birthday. The district will provide written notice of the transfer of rights to the student and the student's parents/guardians at an IEP meeting during the year that the student turns 17.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must notify parents and eligible students annually of their rights under FERPA. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

## STUDENT RECORDS

The District adheres to the provisions of the Illinois Freedom of Information Act of 1984 and the provision of the Illinois School Student Records Act (105 ILCS 10/1 et seq) and the Family Rights and Privacy Act (20-U.S.C. 1232g). Disclosure of information about the students or from the student's cumulative file is in accordance with such laws and the applicable rules and regulations of the Illinois State Board of Education.

The District maintains records of each student. Records are of two types:

- *Permanent records* consist of basic identifying information, academic transcripts, attendance records, accident and health reports, record of release of permanent record information and other basic information. These records are kept for 60 years after graduation or transfer.
- *Temporary records* consist of all information not required to be in the permanent record, including family information, race and gender, test scores, psychological evaluations, special education files, and records of release of temporary records. The temporary record is reviewed every 5 years for destruction of out of date information and upon graduation from the eighth grade the record is sent to the receiving high school. Temporary student records will remain in the student's file until the student transfers, has graduated, or permanently withdraw. Upon transfer, graduation, withdrawal temporary records may be destroyed at any time and must be destroyed within 5 years.

Upon a written request filed with a school administrator, the eligible parents/guardians of any student shall have the right to review and request copies of the official records directly related to their child. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information (105 ILCS 10/6(e), such as a student's name, address, gender, grade level, telephone number, date and place of birth, parents/guardians names and addresses, honors and awards, school sponsored activities, organizations, athletics, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. In cases of divorce or separation, both parents/guardians may be permitted to inspect and copy the student's school records unless a court order indicates otherwise. At the option of the eligible parent/guardian, or a designee of the eligible person, a qualified professional may be present to assist in the interpretation of the student's records.

## **SCHOOL-WIDE DISCIPLINE**

### ***AT BJHS, STUDENTS ARE EXPECTED TO:***

- BE SAFE***
- BE RESPECTFUL***
- BE RESPONSIBLE***

### **PBIS:**

#### **Positive Behavioral Interventions and Supports at Brookwood Jr. High School**

PBIS is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within our school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms).

The primary focus of teaching is intended to help students learn to reach their personal potential as competent, self-reliant, literate, and responsible individuals. During this development, it is every student's responsibility to conduct oneself appropriately so another student's opportunity to learn is not diminished.

The purpose of PBIS is to change inappropriate behavior. PBIS is always looking for new ways to increase positive behaviors and attitudes. Recognition for appropriate behaviors and attitudes is a good way to reinforce them. A critical piece to any PBIS program is the development of a program that recognizes the strengths and academic achievements of all students.

When undesirable behaviors occur, they are clearly and consistently defined. The collection and analysis of relevant data allow our staff to develop strategies for modifying those behaviors. A referral is completed and it provides such information as location, time, and probable cause of the inappropriate behavior. The objective data collected enables our staff to proceed with interventions and support to students. Ongoing feedback is provided to our students and their parents about progress being made.

### **DISCIPLINE**

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. Interventions will be implemented by a school-wide team to help students facing challenges.

## **GENERAL SCHOOL-WIDE CONSEQUENCES**

Prior to reviewing the school-wide consequences, it is important to keep in mind that when determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her behavior on the welfare of the school community. Student discipline need not be administered in assembly line fashion. The law does not require it and neither does common sense. This continuum of disciplinary action provides an array of penalties from least to most severe. Dependent upon the severity of the offense and the specific circumstances the penalty may vary. This is especially critical in cases where students have special needs. Identified special needs students are covered by a variety of different laws and guidelines. It is important that all members of the community have compassion and understanding in the disciplining of these students.

Consequences for student misbehavior that is not conducive to learning may include but are not limited to: informal talks, warnings, parent phone calls, parent contact at school, parent shadowing a child at school, parent conferences, loss of a privilege, detentions, removal from the classroom for a class period, restitution for damage, Alternate School Day Assignment (in-school suspension), Out-of-School suspension, remediation, loss of lunchroom privileges, alternate school placement and expulsion. This listing is not a required sequence of disciplinary actions. Students may also be eliminated from all before, during, or after school events and activities. 8<sup>th</sup> grade students may become ineligible for participation in the 8<sup>th</sup> grade trip, graduation dance & ceremony if that child exhibits chronic/gross misconduct.

## **OFFICE DISCIPLINARY PROCEDURES/GROSS INFRACTIONS**

Teachers have developed disciplinary procedures and infractions for behaviors that occur in the classroom. Teachers are primarily responsible for issuing consequences for infractions and actions that disrupt the learning environment. However, for infractions which are repetitive (three or more times) and "Gross Infractions" the office will issue consequences. Gross infractions include, but are not limited to:

1. Fighting, striking or intimidating (**bullying**) another student
2. Deliberate and open verbal and/or physical defiance of authority
3. Inciting others to violence and disobedience
4. Profanity
5. Vandalism
6. Possession of banned substances, such as drugs, alcohol or weapon (including look-alike items)
7. Theft
8. Gambling

## **SCHOOL JURISDICTION**

The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities. This includes, but is not limited to:

1. On, or within sight of, school grounds before during or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school sponsored activity or event, or any activity that bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere, if the conduct may be reasonably considered to be a threat or an attempted intimidation of a staff member, or interference with school purposes or an educational function.

## **VANDALISM**

Defacing school property either inside or outside of school on purpose or an accident will result in the student being held financially responsible for the restitution of the damaged property. Should the damage be extensive or gang related, the Glenwood Police Department would be notified. Additionally, this behavior will receive a consequence.

## **STUDENT BULLYING POLICY**

**Brookwood School District 167 does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.**

Under Public Act 96-0952 of the Illinois School Code, “bullying” means any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed towards a student that **has or can be reasonably predicted to have the effect** of one or more of the following:

- (1) Placing the student in reasonable fear of harm to his/her person or property;
- (2) Causing a detrimental effect on the student’s physical or mental health;
- (3) Substantially interfering with the student’s academic performance; or
- (4) Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

The Act provides a non-exhaustive list of various forms of bullying. The list includes harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Act affirmatively states that bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the above actual or perceived characteristics, or any other distinguishing characteristic, is prohibited in all school districts.

The Act further states that no student shall be subjected to bullying (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-sponsored or school-sanctioned events or activities; or (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. Bullying causes physical, psychological, and emotional harm to students and interferes with students’ ability to learn and participate in school activities. Consequently, our school district will educate our students, parents, and school personnel about what behaviors constitute prohibited bullying.

**Some examples of bullying include:**

- **Any form of physical violence such as hitting, pushing, or spitting.**
- **Interfering with another's property by stealing, hiding, damaging or destroying it.**
- **Using offensive names, teasing, or spreading rumors about others or their families.**
- **Using put-downs, belittling others abilities and achievements.**
- **Writing offensive notes, e-mail or graffiti about others.**
- **Making degrading comments about another's culture, religious or social background.**
- **Hurtfully excluding others from a group.**
- **Making suggestive comments or other forms of sexual harassment ridiculing another's appearance.**
- **Forcing others to act against their will.**
- **Tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using the Internet, interactive and digital technologies or mobile phones (cyber bullying).**

**If a student is bullied, he/she may:**

- **Feel frightened, unsafe, embarrassed, angry or unfairly treated.**
- **Have difficulty with schoolwork, sleep or concentrating.**
- **Have difficulty with family and friends.**
- **Feel confused and not know what to do about problems.**

**Brookwood School District 167 recommends that parents and teachers:**

- **Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing equipment/belongings, requests for extra money, damaged clothes, or bruising.**
- **Take an active interest in your children's social life and acquaintances. Advise your child to tell a staff member about the incident. If possible allow him/her to report and deal with the problem himself/herself.**
- **Inform the school if bullying is suspected.**
- **Keep a written record (who, what, when, where, why and how).**
- **Do not encourage your child to retaliate.**
- **Be willing to inform the school of any cases of suspected bullying, even if your own child is not directly affected.**

**Violations of Bullying will result in the consequences as outlined under Disciplinary Procedures in the District Discipline Handbook.**

### **PEER MEDIATION**

Peer Mediation is a program in our school that helps students solve their problems with their peers in a peaceful manner. Peer mediators are selected at the beginning of the year by their fellow classmates and are trained by the school social worker, the assistant principal, and a team of teachers. The training involves teaching mediators a mediation process that promotes a win-win outcome between disputants. As a result of their training, mediators are known to be fair, reliable, good communicators, and peacemakers. Any topics of dispute between students for mediation are appropriate.

## **SCHOOL-WIDE RULES AND REGULATIONS**

Students are expected to follow all classroom rules. In addition to each teacher's rules, Brookwood Junior High School has its own school-wide rules. These school-wide rules and regulations are as follows:

- Students are expected to contribute positively to a safe school environment. Any action taken by a student that disrupts learning or threatens or poses a danger to any person is not allowed.
- Students are expected to do their own work. Using, submitting or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher are not allowed.
- Students are to comply with the directions of all district employees.
- Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety.
- Students are not to throw or cast any snowball, stone or other missile at any other person or person's property.
- Students are prohibited from expression that may cause substantial disruption to school activities or violate the rights of others. Students are not to use vulgar and offensive terms as judged by the school administrators. Also, students are not allowed to use any words or expressions that are considered obscene to minors; are libelous or slanderous; injures or harasses or invades the privacy of other people; language which is intimidating, inappropriate sexual speech, bullying and the like as well as conduct or language which disrupts the orderly operation of the school.
- Tardiness to class is not acceptable and students will be expected to be in the classroom at the bell, Block/back-to-back classes will not leave the room between periods. Students tardy to class will receive an office consequence.
- Any student leaving a class or band/chorus practice must have a written pass from the teacher. These passes are in the student planner which students must have at all times.
- Students are not allowed to engage in any inappropriate physical contact, or inappropriate displays of affection.
- Gum/Seeds are never allowed in school or on the bus.
- Effective communication with parents, teachers, or others is important. Students are to take home all school hand-outs/school information.
- Forging a signature is a very serious offense. Forgery will result in a parent contact by the teacher and a referral to the Assistant Principal.
- Students are not to engage in any type of gambling/trading or selling of items.
- Every student is expected to have good conduct at assemblies. There will be no booing, kicking of bleachers, whistling, etc. The acceptable behavior is to clap or cheer.

- Medication is not to be carried during school by the students (including aspirin). All medication (except an inhaler with a doctor's authorization) is to be left in the office with a Medication Authorization Request Form signed by a doctor giving permission to take it. Any student needing cough drops must have a note from the parent. This note must be submitted to the office before school for authorization.

### **ITEMS NOT PERMITTED ON SCHOOL GROUNDS**

Students are not to bring items that are nonessential, disruptive and/or detrimental to the education process of Brookwood Junior High School students. These items include but are not limited to:

- Drugs, alcohol, drug paraphernalia, tobacco products, pornography, hate literature (or objects having the appearance of these items) are not allowed on school grounds.
- Items that may be used as a weapon, have the appearance of a weapon, (i.e. squirt gun, chains or wallet chains\*), items used in a threatening manner as a weapon, or are unsafe or put the safety of other students in jeopardy are not allowed on school grounds.
- Items which are symbolic of gang representation and recruitment are not allowed.
- Electronic devices (CD players, DVD players, walkman, IPOD's, Electronic Games, etc.) are not permitted on school grounds this includes the bus.
- Animals are not allowed on school grounds.
- Hair picks that exceed one inch are not allowed on school grounds.
- Roller blades/shoes with wheels, skateboards/scooters, etc. should not be brought to school and not used on school grounds.

### **ITEMS NOT PERMITTED ON SCHOOL GROUNDS CONSEQUENCES**

Students who bring prohibited items to school may have them confiscated and held until a parent claims them. Items not claimed by the last day of school will be discarded. However, at any time, the above items as well as other prohibited items may be dealt with severely. When the possession of such items is a violation of criminal law or presents a danger to the school, their actions may include the notification and filing of criminal charges with the Glenwood Police Department and a 10 day suspension with the possibility for expulsion by the Board of Education.

### **STUDENT DRESS CODE**

Student dress must be appropriate for the learning environment and must not disrupt the learning environment. Parental guidance for student dress is requested and appreciated. In general, the guideline is centered on preparing students for the work environment.

- Students' shorts, skirts, or dress length must be just above the knee.
- Students are **NOT** allowed to wear open toed or open healed shoes/sandals/flip flops in school.
- Students are **NOT** allowed to wear different colored shoes, socks or shoe laces.

- Students are **NOT** allowed to wear pajamas/pajama bottoms or slippers to school.
- Students are **NOT** allowed to wear tank tops, sleeveless shirts, halter tops, cropped tops, mesh or sheer clothing, or tight fitting clothing (such as those made of spandex).
- Students may **NOT** display or wear clothing/footwear displaying obscenities, gang, satanic cult symbols/designs or advertising and/or promoting smoking, alcohol, other drugs, or promoting an illegal activity, which may interfere with the work of the school or infringe upon the rights of others students disrupting the educational atmosphere of Brookwood Junior High School.
- Students may **NOT** display or wear haircuts displaying obscenities, gang/satanic cult symbols/designs or advertising and or promoting alcohol, other drugs, or promoting an illegal activity as well as letters, symbols, nicknames, or hair dye which may interfere with the work of the school or infringe upon the rights of other students disrupting the educational atmosphere of Brookwood Junior High School. Costumes/hair dye is not to be worn at any time, even on Halloween.
- Outdoor clothing (jackets/coats) and headgear (hats, bandanas, dude rags) are inappropriate to wear inside the school building. An exception will be made for jackets if the building is too cold for students.
- Slacks, pants, and jeans must be worn at waist level. Over-sized jeans or pants are not allowed. Pants/jeans with writing on the behind are **NOT** allowed.
- Belts should be worn when necessary and buckled appropriately. Students may **NOT** wear belts with electronic/programmable belt buckles.
- Only ears are to be pierced. Any other piercing of the body will not be allowed and students will be asked to remove the object in the inappropriate pierced location.
- Students are not allowed to write on themselves or other students.

### **STUDENT DRESS CODE CONSEQUENCES**

Students whose dress violates this code will be advised to correct their dress problem or be sent to the office where a parent will be called to bring appropriate clothes. Students may be required to wear a P.E. uniform if their clothing is inappropriate. Students will not be allowed to return to class until they are dressed appropriately.

## **BUS CONDUCT**

All school rules are to be followed at the bus stop and on the bus.

Bus Rules:

1. Students must use the bus stop assigned to them at registration.
2. Students must remain seated in assigned seats at all times.
3. Students are not allowed to yell or shout.
4. Students are expected to always obey the bus driver's directions.
5. Students are not to wrestle or horse play on the bus or at the bus stop.

Students will be reprimanded accordingly for any bus infraction. However, the school retains the right to add additional consequences for bus misconduct.

- A. The first bus misconduct will result in a documental warning and parent contact.
- B. A second bus misconduct will result in an office detention and parent contact.
- C. A third bus misconduct will result in an office detention and an official notification to the parent that the next step is a 3-5 day bus suspension.
- D. A fourth bus misconduct will result in a 3-5 day bus suspension.
- E. A fifth bus misconduct will result in a 5-10 day bus suspension.

\*The principal may bypass steps A-C for any gross infraction exhibited by a student (an immediate bus suspension can be issued).

Transportation for any student who has had his/her bus privileges suspended will be the responsibility of the child's parents. Parents will receive written notification of their child's misbehavior along with a copy of the driver's report (if available), and what disciplinary action has been taken. Please refer to the District handbook for further information.

## **LOCKERS AND LOCKS**

There are a sufficient number of lockers so that no student will have to share with someone else. Therefore, combinations **MUST NOT** be revealed to others. Lockers should be kept free from waste paper and other trash because space is limited. Students will no be able to store leftover food items from lunch. Containers should be brought home immediately. Students will be held responsible for unauthorized items (textbooks, library books, etc.) that are discovered in lockers assigned to them. Lockers are school property and, therefore, may be examined at any time by authorized personnel. **STUDENTS ARE RESPONSIBLE FOR THE CONTENTS OF THEIR LOCKER.** There will be no locker changes unless permission is granted by the principal. The school is not financially liable in any way for articles lost or stolen.

## **LOST AND FOUND**

During the school year many articles of clothing-and other items such as jewelry, lunch boxes and other personal belongings-end up in the LOST AND FOUND. You can help this situation by being aware of the following guidelines:

- Valuables should not be brought to school.
- Students should be aware of the clothing, coats, gloves, and scarves worn to school and should not store these items in their locker overnight.
- Whenever possible, identification tags should be attached to each child's possessions. It is advisable to mark all student belongings with the first and last name and homeroom. Students have many similar belongings and it is often hard to find the owner if they are not marked.

## **RESPONSIBILITY FOR STUDENT ITEMS**

Brookwood Junior High School is not responsible for lost, damaged or stolen items that students bring to school or bring with them to school sponsored functions. While the school may investigate to determine the whereabouts of such items, Brookwood School District is not responsible for finding, replacing, or making restitution for the loss or damage to such items. The responsibility for any items brought to school by students rests solely with the student.

## **REMEDIATION PROGRAM**

The Assistant Principal coordinates and supervises the remediation program (prior to placing any student on a remediation level, the assistant principal will coordinate a student support intervention meeting with teachers, parent(s), social worker, psychologist, and student). The remediation program is the next step of discipline for those students who have repeated behavioral incidences. The purpose of the Remediation Program is to help students reflect on how to make appropriate choices and decisions. Students are placed on LEVELS depending on the number of gross infractions committed.

When a student receives the tenth gross infraction and/or Alternate School Day or Out-of-School Suspension, he/she will be placed on Level 4. A parent conference will be held to discuss the behavior plan. At Level 4 the following privileges *may* be eliminated:

Field Trips including 8<sup>th</sup> Grade Trip to Springfield, Graduation Ceremony, all dances including the Graduation Dance.

## **ALTERNATE SCHOOL DAY ASSIGNMENT (ASDA)**

Alternate School Day Assignment is a more serious disciplinary action resulting from a student's failure to follow school rules. The Alternate School Day assignment isolates a student from the regular school day schedule while affording the student the opportunity to pursue academic learning. The students who do not follow the Alternate School Day Assignment contract will be given an additional Alternate School Day Assignment or be issued an Out-of-School Suspension.

## **OUT-OF-SCHOOL SUSPENSION**

An Out-of-School Suspension is a severe consequence that results from a violation of school rules or gross misconduct. All suspensions shall be in accordance with the provisions of the Illinois School Code.

## **GANG ACTIVITIES**

All students are expected to act in such a manner so that their behavior reflects positively on themselves and the school environment. Therefore, in order to prohibit the existence of gangs, gang involvement, and/or gang activities and limit the circumstances under which a student might be placed in jeopardy, the Board of Education acts to forbid the following: No student, parent, and/or persons on or about school property or at any activity:

- A. Will wear, possess, use, distribute, draw, display and/or sell any clothing, footwear jewelry, emblem, badge, symbol, sign, haircut, or other thing, which is evidence of or imitates membership or affiliation in any gang.
- B. Will commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- C. Will use any speech or commit any act of omission in furtherance of the interests of any gang, gang involvements, and/or gang activity, including, but not limited to:
  1. Soliciting others for membership in any gangs;
  2. Requesting any person to pay protection or otherwise intimidating and/or threatening any person;
  3. Committing any other illegal act and/or other violation of school district policies;

4. Inciting other students to act with physical violence and/or threat of physical violence upon any other person.
5. Engaging in any activity intended to promote or further the interests of any gang or gang activity but not limited to distributing literature, drawing or displaying unauthorized symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society.

### **CONSEQUENCES FOR VIOLATIONS OF THE GANG POLICY**

Street gangs, related gang involvement and/or gang activity are not acceptable in or about the school setting. The wearing of gang insignia or symbols, “flashing” gang signs, drawing gang symbols, and/or the use of gang threats are prohibited. Consequently, it is recommended that a violation of these rules include a parent conference and may also result in:

- A. Confiscation of any material to be turned over to the Glenwood Police Department.
- B. An Alternate School Day Assignment, the length to be determined by the principal.
- C. From 1-10 day Out-of-School suspension and a report to the local police department.
- D. If circumstances warrant, a recommendation to the Board of Education for expulsion.

### **SEXUAL HARASSMENT**

It is the right of each student and employee to learn and work in an environment free from sexual harassment. Each student, teacher, and parent has a responsibility to maintain an educational environment free from harassment. All students are prohibited from causing sexual harassment of students or other employees on school premises or at school-sponsored activities. Harassment or offensive conduct in the educational setting and workplace is prohibited. Harassment includes, but is not limited to, intimidation or persistent abuse of another, whether physically, orally, or in writing. Sexual harassment includes any activity of a sexual nature, sexual advances, or requests for sexual favors that are unwanted or unwelcome. Sexual harassment may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, propositions, and unwanted body contact. All complaints of sexual harassment should be reported following the district’s Sex Equity and Sexual Harassment Grievance Procedure. This written procedure is available through the building or school district office. All reports of harassment will be promptly and thoroughly investigated. Violators of this policy will be subject to the district’s disciplinary procedures. To the extent possible, all reports of harassment will be kept confidential.

Any student or employee will be subjected to adverse action in retaliation for any good faith report of harassment or for participation in an investigation about harassment under this policy. Students, parents, and employees will be given information regarding this policy.

### **HEALTH SERVICES**

Our district nurse is shared among our four schools. Students receive a vision and hearing screening each year. If there is a problem, parents are contacted. Should a child become ill at school, parents will be notified and it is their responsibility to see that the student is picked up. Students are not allowed to walk home alone. They are not allowed to go home to an empty house. All medical forms should be submitted to the principal.

### **HEAD LICE, SCABIES AND OTHER COMMUNICABLE CONDITIONS**

Students found to have head lice, scabies and other communicable conditions will be excluded from school. The parent/guardian should check with their physician for proper care and treatment. In the case of scabies and other communicable conditions, the student may return to school only after proper treatment has been documented. In the case of head lice, the student will be re-admitted only when they are nit free.

## **SIGNING OUT DURING THE SCHOOL DAY**

When it is necessary for a parent/guardian to sign out a student during the school day, they are encouraged to sign out after 12:00 noon.

## **VISITORS**

All visitors must report to the main office to obtain a visitor badge. This badge must be worn for the entire visit and returned to the office before exiting the school. Parents must make an appointment to see teachers during their plan period or before or after school. You can make phone contact with teachers during their planning period or leave a message with the school secretary.

## **TRANSPORTATION POLICY**

The school district provides bus service in accordance with guidelines established by the Illinois State Board of Education. Free transportation is provided to students residing more than 11/2 miles from school or in areas designated as hazardous, following Illinois Department of Transportation guidelines. Notice of transportation reimbursement eligibility requirements will be provided by November 1 of each year. Claim forms for transportation reimbursement will be available by March 1 of each year. Notice will also be given to inform parents/guardians of the existence of dispute resolutions procedures regarding reimbursement.

## **TEXTBOOK LOAN**

Most textbooks, which are used, are rented to our students. Rental fees are charged for the purpose of paying for the actual cost of the books over the period of time the books are expected to last. Lost or damaged books will be reported to the teacher. Payment for such books will be required. The State Board of Education shall provide the loan of one set of secular textbooks free of charge to any student in this State who is enrolled in grades kindergarten through 12 at a public or non-public school.

The Textbook Loan Program was authorized in 1975 and the program operates by providing funding to eligible applicants (see Section 350.10) to purchase approved materials and provide those to students who request the loan of such materials. The textbooks re purchased by the Illinois State Board of Education and are the property of the State "on loan" to both public and nonpublic students. Each year, the agency determines which grade levels will be funded. The program funding is intended to provide supplemental dollars for student materials and does not provide total funding for all instructional materials. No consumable materials are available through the program.

## **VISITING FOR ATHLETIC COMPETITIONS**

We are happy to be a member of the South Suburban Junior High School Association athletic contest. To help maintain a pleasant and cooperative atmosphere during our athletic competitions we ask all of our visitors to do the following:

- \* Gentlemen of all ages are asked to remove their hats upon entering the building.
- \* Parents should supervise their children at all times during the game.
- \* Students are not permitted to leave the gym except at half-time and between games to go to the cafeteria. Students and children must be supervised while in the cafeteria. Food and drinks are not permitted in the gym.
- \* Prior to the end of half-time and the start of the second game, students, children, and parents should begin to move to the gym.
- \* Parents, children and students should stay off the playing surface. This way, the floor is kept clean and our athletes can avoid slips and injuries.

## **SSJHSA CONFERENCE CODE OF ETHICS AND CONDUCT**

The coach has the main responsibility for good sportsmanship in the school and community. He or she sets the pattern for the understanding of the sport and all behaviors concerned with it. He or she must keep good sportsmanship as the guiding principle for the team, student body, community and parents.

## **ATHLETICS**

Brookwood Junior High School provides extra-curricular activities in boys' cross country, basketball, wrestling, volleyball, and track; girls' cross country, cheerleading, basketball, wrestling, volleyball and track. We are members of the South Suburban Junior High School Association and the Illinois Elementary School Association.

## **SSJHSA CONFERENCE SCHOOLS**

1. Brookwood Junior High School
2. Columbia Central (Steger)
3. Huth Middle School (Matteson)
4. Parker Junior High School (Flossmoor)
5. James Hart (Homewood)
6. Colin Powell Middle School (Matteson)
7. Forest Trail Junior High School (Park Forest)
8. Washington Jr. High School (Chicago Heights)
9. Memorial Junior High School (Lansing)
10. Crete-Monee Middle School (University Park)

## **SPECTATORS AT GAMES SHOULD:**

\*At every opportunity urge the student body to be polite, courteous, and fair to the opposing team.

\*Always display good sportsmanship whether winning or losing. Never "boo" or make a scene, or make a, "fool of him or herself".

\*Maintain poise and self-control at all times, especially during games.

\*Teach athletes and children to play fairly, not with dirty tactics.

\*Discourage those players and fellow spectators who do not demonstrate good sportsmanship.

These students and community members do not reflect their schools and should not be allowed to continue to attend games.

\*Respect the rulings of the officials and interpretation of the rules. Allow the officials to control the game.

\*Not shout or yell at students, athletes, coaches or officials. Attending this event is a privilege and harassing coaches, players, and officials will not be tolerated. It is also important that coaches never humiliate the other team by running up the score.

## **ADDRESSES AND PHONE NUMBERS OF CONFERENCE SCHOOLS**

### **James Hart Junior High**

799-5544

18211 Aberdeen Avenue, Homewood, IL

Go west on Main Street to 187<sup>th</sup> Street. Go west on 187<sup>th</sup> to Halsted Street. Turn right onto Halsted and go north to 183<sup>rd</sup> Street. Turn left onto 183<sup>rd</sup> Street and go west to Aberdeen. Turn right, and the school will be on your right.

### **Parker Junior High School**

206-2736

2810 School Street, Flossmoor, IL

Go west on Main Street to 187<sup>th</sup> Street. Go west on 187<sup>th</sup> Street to Dixie Highway. Turn left and go west to Flossmoor Road. Turn right and go west on Flossmoor Road to Douglas Street. It is near Infant Jesus of Prague Church and a gas station. Turn right and go north one block to School Street. Turn left and the school is in the middle of the block.

**Huth Junior High School**

748-0470

3718 W. 213<sup>th</sup> Place, Matteson, IL

Take State Street south to Joe Orr Road. Turn right and go west on Joe Orr to Western Avenue. Turn left and go south on Western to Route 30. Turn right onto Route 30 and go west to Main Street (two blocks east of Governor's Highway). There is a Checker gas station on the corner. Turn left and go south four blocks to 213<sup>th</sup> Street. Turn right one block.

**Forest Trail Junior High School**

481-2920

215 Wilson Street, Park Forest, IL

Take State Street south to Joe Orr Road. Turn right and go west on Joe Orr to Western Avenue. Turn left and go south on Western to Sauk Trail. Turn right onto Sauk Trail and go west to the light by Rich East High School. Turn right at the light and go north to a four-way stop (two or three blocks). Turn left on Lakewood for two or three blocks and you will see the school on your right.

**Columbia Central Junior High School**

755-0021

94 West Richton Road, Steger, IL

Take State Street south to Joe Orr Road. Turn right and go west on Joe Orr to Chicago Road. Go south on Chicago Road to Richton Road. Turn west on Richton Road to the school.

**Colin Powell Middle School**

283-9600

20600 Matteson Avenue, Matteson, IL

Take Main Street (becomes Glenwood Rd/Chicago Heights Glenwood Rd) east for 6.5 miles. Chicago Heights Glenwood Rd becomes Vollmer Rd. Take Vollmer Rd to Cicero Ave and turn left onto Cicero Ave. Take Cicero Ave. to 207<sup>th</sup> St. and turn right onto 207<sup>th</sup> St. Take 207<sup>th</sup> St. to Matteson Ave to the school.

**Crete-Monee Middle School**

367-2400

635 Olmsted Road, University Park, IL

Take State Street south to Sauk Trail. Turn right onto E. Sauk Trail to Western Avenue. Turn left on Western Avenue to Olmstead Rd. Turn right onto Olmstead Rd to the school.

**Memorial Junior High School**

474-2383

2721 Ridge Road, Lansing, IL

Go east on Glenwood-Lansing Road to Torrence Ave. Turn left onto Torrence to Ridge Road. Turn right onto Ridge Rd to the school.

**PESTICIDE APPLICATION PROCEDURES**

The district will provide written notification to parents/guardians of students before pesticide application. The written notification will be given at least two business days before application of the pesticide and will identify the intended date of the application and the name and telephone number for the school personnel responsible for the pesticide application program.

**WITHDRAWALS/TRANSFERRING OUT**

Withdrawal students shall be issued a transfer form upon leaving this school district. Upon receiving an authorized request from the student's next attended school, records will be forwarded directly to that school. In no instance will the student's records be given to the student or parent. A copy of the health records may be hand carried by the parent/guardian.

## **A NOTE TO DIVORCED PARENTS**

Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when they are requested by either parent unless there is a court order to the contrary.

## **AUTHORIZATION FOR INTERNET ACCESS**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. ***The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.***

### **Terms and Conditions for Internet Access**

1. **Acceptable Use** - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. **Unacceptable Use** - Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting  
any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials; and
  - m. Using the network while access privileges are suspended or revoked.

4. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. **Security** - Network security is a high priority. If a user can identify a security problem on the Internet, he/she must notify the system administrator. The user should not demonstrate the problem to other users. Accounts and passwords are to be kept confidential. Users are not to use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Rules and Code of Ethics for Brookwood School District 167 Computer Users**

As a computer user, I agree to follow the rules and code of ethics in all of my computer work while attending the Brookwood School District 167.

I recognize all computer users have the right to use the computer equipment.

1. I will only use the school computers for educational purposes.
2. I will use my time in the computer lab wisely and not waste computer supplies.
3. I will not disturb others who are working in the computer lab.
4. I will always be polite and use appropriate language when using the computer.
5. I will never reveal personal information on the computer such as home phone numbers and/or addresses.
6. I will only visit school-approved web sites and I will not bypass the district's filter.
7. I understand that my use of the computer and the Internet is a privilege and not a right. If I abuse this privilege, I will lose it.

I recognize copyright laws protect computer software.

1. I will respect copyright laws and not copy software without the proper permission.
2. I will not install, upload or download software without proper school authorization.
3. I will not give, lend or sell computer software to others unless I have proper written permission of the copyright owner.
4. I will not use the school's computer network for any illegal activities such as hacking, copyright and/or license violations.
5. I will not use the district's network or district's access to the Internet for financial or commercial gain.

I recognize that the work of all users is valuable.

1. I will protect the privacy of other's work and not copy, change, read or use another student's files without their approval.
2. I will not attempt to gain unauthorized access to the network, software programs and computer equipment.
3. I will not use another student and/or teacher's passwords to gain access to their files.
4. Because it is impractical for the district to monitor the district's computer network for improper or illegal activity at all times, it is the sole responsibility of the students and their parents to be solely responsible for any improper or illegal activity as a result of the student using the district's computer and network improperly.

#### **ILLINOIS SCHOOL SAFETY DRILL ACT REQUIREMENTS**

- A minimum of 3 evacuation drills (1 with local fire dept.)
- A minimum of 1 bus evacuation drill
- A minimum of 1 severe weather or shelter in place drill

#### **RIGHT TO REVIEW BOARD POLICY**

Parents/ guardians have the right to review Board policies available to the public at the Administrative Center. Questions pertaining to any policies should be addressed in writing to the Administrative Center. The handbook is only a summary of board policies governing the district. The handbook may be amended during the year without notice. The Board of education recognizes the need for administrators to implement additional rules and procedures as needed.

#### **BROOKWOOD SCHOOL DISTRICT 167 DIRECTORY**

##### **Administrative & Diagnostic Center**

Phone: 708-758-5190                      Fax: 708-757-2104

##### **Hickory Bend Elementary School**

Phone: 708-758-4520                      Fax: 708-758-0364

##### **Longwood Elementary School**

Phone: 708-757-2100                      Fax: 708-756-2504

##### **Brookwood Middle School**

Phone: 708-758-5350                      Fax: 708-757-4528

##### **Brookwood Junior High School**

Phone: 708-758-5252                      Fax: 708-758-3954

Website: [www.brookwood167.org](http://www.brookwood167.org)